

DRAFT
ESA Adolfson
SCOPE OF WORK

Background

Since July 22, 2008, the Chehalis River Basin Flood Authority has contracted with ESA Adolfson to provide facilitation and staffing services. The initial contract extended through December of 2008. On January 15, 2009, a second phase of the contract was approved, extending through June 30, 2009. A third phase of the contract was approved in June 2010 for the period from July 2009 to June 2010. Under these contracts, ESA Adolfson has provided the following services:

1. Initiated a process to identify key flood issues and potential mitigation;
2. Collected and evaluated existing flood data;
3. Analyzed and evaluated existing projects that are underway or ready for implementation;
4. Prepared a Comprehensive Flood Hazard Management Plan;
5. Developed and carried out public involvement activities;
6. Developed and coordinated the implementation of "Ripe and Ready" projects including Early Warning System, PUD Storage Facility Studies, and Ecosystem Analysis;
7. Represented the Flood Authority in the development of the Corps General Investigation Feasibility Study Project Management Plan;
8. Provided facilitation and staffing services to the Flood Authority; and
9. Managed the overall program

The following Phase 4 scope of work describes the work that ESA Adolfson will perform from July 1, 2010 to June 30, 2011. The primary tasks will be on-going facilitation and staffing, coordinating and monitoring on-going studies authorized by the Flood Authority, and assistance with establishing a Flood District.

Phase 4 Scope of Work

The proposed scope is based on our best estimate of the type of work that will be expected of us in the next year. Our history with this project indicates that unexpected tasks are common and working on this project requires flexibility. It is likely that some tasks will require more work and some will require less work than we anticipate at this time. We will attempt to accommodate such changes while staying within the overall budget.

The total proposed budget is \$298,520. This represents a reduction in budget over the past two years to reflect the limited funding available to the Flood Authority. Of the total amount, \$17,400 is optional and will be used only if the Flood Authority realizes savings from some proposed projects and pursues LiDAR acquisition or the Coordinated Study.

The following tasks are added to the original Agreement, Attachment A and the Supplemental Terms, Attachment A, between LEWIS COUNTY, acting as the lead agency for the Flood Authority and CONTRACTOR:

1. Meeting Facilitation

ESA Adolfson will continue to provide meeting facilitation services for the Authority. ESA Adolfson will prepare for and facilitate the following meetings:

1. Monthly Flood Authority business meetings,
2. Monthly Flood Authority work sessions, and
3. Monthly Board Advisory Committee (BAC) meetings, with additional BAC meetings as needed.

Recognizing that meeting topics vary, an average of three (3) members of the ESA Adolfson team are budgeted to attend scheduled meetings of the Authority and the Board Advisory Committee. Based on our historical experience, this is the number of attendees typically required: 1) a facilitator, 2) a project assistant, and 3) a technical specialist. Authority work sessions are planned to occur in conjunction with the Authority meetings when necessary. Up to two (2) additional technical members of the ESA Adolfson team may attend work sessions to present information to the Authority as needed. ESA Adolfson's budget will cover meeting space costs when necessary.

For each meeting ESA Adolfson will prepare meeting agendas. Agenda preparation includes:

- Prepare draft agendas for the Flood Authority meetings,
- Circulate draft agendas to BAC members for review,
- Revise agendas,
- Confirm agendas with Flood Authority Chair and Vice-Chair,
- Arrange for speakers and technical presentations at meetings,
- Prepare agendas for BAC meetings,
- Assemble agenda packet and distribute one week prior to meetings.

ESA Adolfson will also prepare presentations (PowerPoint and otherwise) and handouts for use at the meetings to present information and lead discussions.

Assumptions: The Authority and Board Advisory Committee are expected to meet once monthly. Authority work sessions are planned to occur in conjunction with Flood Authority meetings when necessary. The consultant time allotted for meetings includes time for attendance at the meetings (four (4) hours for Flood Authority meetings, four (4) hours for work sessions, and four (4) hours for BAC meetings).

Deliverables: Detailed, time-estimated agendas for each meeting. Packet of meeting materials for each meeting to provide the basis for Flood Authority decision making.

Budget for this task: \$63,840

2. Staffing

ESA Adolfson will also continue to provide staffing services to the Flood Authority including the following subtasks:

1. Respond to inquiries from Flood Authority members and the public,
2. Provide technical support and research and analysis of issues requiring decisions by the Flood Authority,
3. Prepare meeting materials to provide information and context, including memos, reports, flowcharts, and spreadsheets, and
4. Provide intergovernmental representation as required.

Subtask 2.1 Respond to Inquiries from Flood Authority Members and the Public

ESA Adolfson has served as the point of contact for the Flood Authority and we anticipate that role will continue. We will respond to requests for information from Flood Authority members, jurisdictional staff, other agencies, the public, and the press. This task typically requires one to two (1-2) hours per week.

Subtask 2.2 Provide Technical Support and Research and Analysis

ESA Adolfson will continue to provide technical support and research and analysis for the Flood Authority. This subtask includes reviewing, evaluating, and synthesizing information presented to the Flood Authority for decisions. For this task we will call on ESA Adolfson's technical staff including hydrologists and Certified Floodplain Managers in addition to the usual project team. We will prepare memoranda and reports that synthesize the information in a manner that assists Flood Authority members with decision making. This task typically requires twenty-five to thirty (25-30) hours per month.

While we cannot predict what specific issues will come before the Flood Authority in the next year, we anticipate that the Flood Authority will need to make decisions related to Flood District formation and the on-going projects. In addition, we anticipate that the Corps will be presenting information to the Flood Authority on the 35 percent design of the Twin Cities project and that the Lewis County PUD will be presenting the results of studies related to the upstream storage project.

Subtasks 2.3 Prepare Meeting Materials

ESA Adolfson will continue to prepare meeting materials as necessary for Flood Authority business meetings and work sessions. Meeting materials consist of memos, reports, oral presentations, and PowerPoint presentations. We will assist the Board Advisory Committee and other work groups in preparing staff reports when they are requested by the Flood Authority. This task typically requires about twenty (20) hours per month.

Subtask 2.4 Provide Intergovernmental Representation as Required

The intergovernmental representation subtask provides resources for ESA Adolfson to represent the Authority at other meetings as requested. In the past we have attended

meetings with the Corps related to the Twin Cities project, add others. We have also coordinated with the State of Washington Team and other state and federal agencies, attended council meetings of Authority member jurisdictions, and attended other groups' public meetings when they related to the Flood Authority's work. Similar requests for meeting attendance are anticipated over the next year. This task typically requires about ten (10) hours per month.

Assumptions: Response to inquiries will take approximately two (2) hours per week. Technical support and research and analysis are expected to be required each month in preparation for Flood Authority meetings. The Authority is expected to request three to four (3-4) staff reports. It is expected that ESA Adolfson will be asked to represent the Flood Authority at six to ten (6-10) outside meetings.

Deliverables: Memos and other meeting materials. Staff reports will be supplied when requested. The Flood Authority will be updated on intergovernmental representation tasks at business meetings.

Budget for this task: \$94,840

3. Coordinate On-going and New Flood Authority Projects

ESA Adolfson will continue to work with the Authority and the Board Advisory Committee to coordinate and monitor implementation of on-going and proposed projects and studies. On-going projects include:

1. Early Warning System being developed by WEST Consultants,
2. Corps General Investigation Feasibility Study,
3. Peer review of upstream storage feasibility study,
4. Fisheries and environmental study for upstream storage feasibility study.

Task 3.1. Early Warning System

ESA Adolfson has been coordinating with WEST Consultants on the needs analysis for an Early Warning System. We will continue to coordinate with WEST Consultants in the design and initial implementation of the Early Warning System. Our coordination will consist of meetings with WEST Consultants, reviewing materials from the consultants, recommending strategies for WEST Consultants on presentations to the Flood Authority, preparing summaries and presenting those summaries to the Flood Authority. We anticipate this task will take about four (4) hours per month.

Task 3.2 Corps General Investigation Feasibility Study

ESA Adolfson has been attending the Corps General Investigation (GI) Feasibility Study meetings on behalf of the Flood Authority. We have taken meeting notes and provided meeting summaries to GI work group members. We anticipate that the Project Management Plan (PMP) will be signed by the end of June and that the number of meetings will be reduced. However, we anticipate the need for some on-going coordination between the GI Study and the Flood Authority. That coordination will include attendance at up to four (4) meetings, responding to Corps and Flood Authority

requests for information. We anticipate this task will take four to five (4-5) hours per month.

Task 3.3 Peer Review of Upstream Storage Feasibility Study

The legislative budget calls for a peer review of geotechnical and hydrological studies conducted on the upstream storage feasibility studies. ESA Adolfson is currently assisting the Flood Authority with organizing the peer review process. We anticipate that the peer review will be underway by the end of this fiscal year. This scope covers the work we anticipate doing to coordinate review the completed peer review and present a summary to the Flood Authority. ESA Adolfson will work with the Flood Authority to submit the peer review to the Office of Financial Management. We anticipate this task will require about 30 hours per month over three months.

Task 3.4 Fisheries and Environmental Study for Upstream Storage Feasibility Study

The legislative budget also includes a study of the effect of possible retention structures and other flood control measures on fish in the basin. ESA Adolfson is currently working with the Flood Authority to identify representatives from WDFW, the Chehalis Tribe, and Lewis County PUD to develop a scope of work for the fisheries study and select a qualified expert to conduct the study. ESA Adolfson will help draft the scope of work and Request for Proposal (RFP) for the study. We anticipate that work will be completed under the existing scope of work. This scope of work includes the work anticipated to get the project under contract and to coordinate the project through its completion. We will work with the Flood Authority to submit the study proposal to the Corps of Engineers for review. We will assemble the proposals received from interested consultants and distribute them to the selection committee. We will schedule a meeting of the selection committee and assist with the selection process as requested. We will assist the subcommittee in presenting the selection recommendations to the Flood Authority.

ESA Adolfson will provide coordination between the selected consultant and the Flood Authority. We will assist with contract development and negotiations. Our coordination will also consist of meetings with the consultants, reviewing materials from the consultants, recommending strategies for presentation of findings to the Flood Authority, preparing summaries and presenting those summaries to the Flood Authority. We expect this task to require eight to nine (8-9) hours per month.

Assumptions: ESA Adolfson's participation in these projects will be limited to serving as a coordinator between the consultants and the Flood Authority. We will not develop or design any aspect of the projects.

Deliverables: Monthly updates on project status Flood Authority. When projects are complete, ESA Adolfson will present summaries of findings to the Flood Authority or arrange for the consultants to present the findings.

Budget for this task: \$36,640

4. Flood District Formation Support

The majority of the work to form a Flood District will be performed by the FCS Group under a separate contract. We anticipate that ESA Adolfson will need to provide coordination and serve as a liaison between the FCS Group and Flood Authority members and local jurisdictions.

Task 4.1 Attend Flood District Formation Meetings

One representative from ESA Adolfson will attend scheduled meetings related to Flood District formation, including meetings of the Flood Authority and FCS and public involvement meetings. The purpose of our attendance will be to participate as Flood Authority staff and to provide feedback to the Authority on those meetings. We expect this task to require 6-8 hours per month.

Task 4.2 Coordinate Presentation of Materials to Flood Authority

ESA Adolfson will coordinate with the FCS Group to schedule presentations and needed actions with regular Flood Authority work sessions and business meetings. We will also meet with the consultants and recommend strategies for presentation of findings to the Flood Authority. We anticipate this task will require eight (8) hours per month.

Task 4.3 Review Consultant Documents Before Presentation to Flood Authority

ESA Adolfson will review materials from FCS Group and work with FCS Group as needed to make revisions. We will also distribute and present the documents to the Flood Authority. This task is expected to require ten to twelve (10-12) hours per month.

Task 4.4 Provide Staffing Assistance to Local Jurisdictions to Acquire Information Needed by the FCS Group

Flood District formation will require significant work from local jurisdictions beyond FCS Group's scope. ESA Adolfson will provide assistance to local jurisdictions in this work when necessary. We anticipate this task will require fifteen (15) hours per month.

Task 4.5 Serve as Liaison Between FCS and Flood Authority Members and Jurisdictions

ESA Adolfson will serve as the liaison between FCS Group and the Flood Authority and its member jurisdictions. This will require ongoing communication with FCS Group. It will also require meeting with local jurisdiction legislative bodies and staff when requested.

Assumptions: ESA Adolfson will attend up to three (3) full day workshops, eight (8) additional meetings with the Flood Authority arranged by the FCS Group. ESA Adolfson will also attend up to four (4) public meetings arranged by FCS Group. ESA Adolfson expects to provide monthly review of documents from FCS Group before distributing to the Flood Authority. ESA Adolfson also anticipates up to 10 requests from local jurisdictions for assistance in working with FCS. We anticipate bi-weekly phone calls of

one (1) hour with FCS Group and up to four (4) meetings with local jurisdictions as requested, requiring six (6) hours per meeting.

Deliverables: Monthly updates to Flood Authority, reports of accomplishments, etc.

Budget for this Task: \$77,880

5. Project Administration

This task includes the general project administration that ESA Adolfson will conduct to assure that work performed is consistent with this work plan. The task includes preparing monthly invoices and progress reports and coordination with Lewis County (as fiscal agent for the Flood Authority) on budget and contract issues. This task is anticipated to take 4 hours per month.

Assumptions: Monthly invoices with a progress reports with a budget summary will provide sufficient detail to facilitate timely payment of invoices.

Deliverables: Invoices and progress reports will be delivered monthly. Coordination with Lewis County as requested.

Budget for this Task: \$4,420

6. Expenses

Expenses for the project include mileage to meetings; rental costs for meeting spaces; and printing of brochures, posters, and documents.

Budget for this Task: \$3,500

7. Other Potential Studies (optional)

If the costs for the funded studies and projects are less than the current estimates, the Flood Authority may have money available to fund additional projects. For example, the Flood Authority might be able to proceed with funding the Coordinated Study or LiDAR acquisition. This task is presented as an optional task and ESA Adolfson will only bill to this task if funding is available for the projects and our work is authorized by the Flood Authority.

Task 7.1 LiDAR Acquisition

Lewis County has an existing contract with the Puget Sound LiDAR Consortium for the acquisition of LiDAR throughout the Chehalis basin. This contract has been in place since November 2009, but the Consortium was unable to acquire the LiDAR data due to weather and equipment problems. The winter "leaf-off" window for acquiring high quality data has passed. If there are savings from other projects, the Flood Authority could consider authorizing the acquisition of LiDAR data in fall/winter 2010.

If the Flood Authority is able to pursue LiDAR acquisition, ESA Adolfson will provide coordination services for the Flood Authority. Lewis County GIS will coordinate with the

Puget Sound LiDAR Consortium. ESA Adolfson will work with Lewis County GIS to provide monthly updates to the Flood Authority on the status of the LiDAR flights and will report to the Flood Authority when LiDAR acquisition is complete. We expect this task would require 1-2 hours per month.

Task 7.2 Coordinated Study

Prior to the legislative budget reauthorization, the Flood Authority had approved the development of a Coordinated Study to develop comparable, timely data on the Twin Cities project and an upstream storage facility, and determine if there is a feasible combination of the two. A request for proposal (RFP) was issued and three proposals were received. Due to budget uncertainties the proposal review process was put on hold. If there are savings from other projects, the Flood Authority could consider authorizing the Coordinated Study.

If authorized, ESA Adolfson will provide coordination services between the Flood Authority and the selected consultants. We will assist with the selection process for the consultant, including providing copies of the proposals to the selection subcommittee, organizing a meeting of the selection committee to review the proposals, and assist with the selection process as requested. We will assist the subcommittee in presenting the selection recommendations to the Flood Authority.

ESA Adolfson will assist with contract development and negotiations. Our coordination will also consist of meetings with the consultants, reviewing materials from the consultants, recommending strategies for presentation of findings to the Flood Authority, preparing summaries and presenting those summaries to the Flood Authority. We expect this task would require 10-12 hours per month.

Assumptions: ESA Adolfson's participation in these projects will be limited to serving as a coordinator between the consultants and the Flood Authority. We will not develop or design any aspect of the projects.

Lewis County GIS will continue to take the lead with coordinating LiDAR acquisition. Collected LiDAR data will be managed by the Puget Sound LiDAR Consortium and will be available through them to interested parties. ESA Adolfson will not be responsible for providing LiDAR data to interested parties, but will direct such requests to Lewis County GIS or Puget Sound LiDAR Consortium, as appropriate.

Deliverables: Monthly updates to Flood Authority, Reports of accomplishments, etc.

Budget for this task: \$17,400

**BUDGET ESTIMATE: CHEHALIS RIVER BASIN FLOOD CONTROL AUTHORITY –
JULY 1, 2010 THROUGH JUNE 30, 2011**

ESA Adolfson						
Budget Estimate: Chehalis Flood Control Authority						
ESA Adolfson Phase 4 Work Plan						
July 1, 2010 to June 30, 2011						
		Bruce/Marjorie Project Manager	Ann/Steve Senior Planner/Scientist	Julie/Mike GIS Tech & Graphics	Spencer/Kelly Admin Assist	
	Hourly Rate	\$170.00	\$130.00	\$100.00	\$80.00	ESA
		Hours	Hours	Hours	Hours	Adolfson
Task 1	<u>Facilitation</u>					
Subtask 1.1	Monthly Authority Meetings (12)	72	72		72	\$ 27,360
Subtask 1.2	Board Advisory Committee Meetings (12)	48	48		48	\$ 18,240
Subtask 1.3	Monthly Authority Work Sessions (12)	48	48		48	\$ 18,240
	Task Subtotal Hours	168	168	0	168	\$ 63,840
Task 2	<u>Staffing</u>					
Subtask 2.1	Respond to Inquiries	40			60	\$ 11,600
Subtask 2.2	Provide Technical Support and Research and Analysis	96	60	4	180	\$ 38,920
Subtask 2.3	Prepare Meeting Materials	80	24	12	120	\$ 27,520
Subtask 2.4	Intergovernmental Representation	80			40	\$ 16,800
	Task Subtotal Hours	296	84	16	400	\$ 94,840
Task 3	<u>Coordinate and Monitor Projects</u>					
Subtask 3.1	Early Warning System	8	32		8	\$ 6,160
Subtask 3.2	Corps General Investigation	24			32	\$ 6,640
Subtask 3.3	Peer Review	32	16		40	\$ 10,720
Subtask 3.4	Fish Studies	40	24		40	\$ 13,120
	Task Subtotal Hours	104	72	0	120	\$ 36,640
Task 4	<u>Flood District Formation Support</u>					
Subtask 4.1	Attend Flood District Formation Meetings	80				\$ 13,600
Subtask 4.2	Coordinate Presentations to Flood Authority	48			48	\$ 12,000
Subtask 4.3	Review Documents	80			48	\$ 17,440
Subtask 4.4	Provide Staffing Assistance	40	60		80	\$ 21,000
Subtask 4.5	Serve as Liaison	72			20	\$ 13,840
	Task Subtotal Hours	320	60	0	196	\$ 77,880
Task 5	<u>Project Administration</u>					
Subtask 5.1	Prepare Invoices and General Project Administration	6	4		36	\$ 4,420
	Task Subtotal Hours	6	4	0	36	\$ 4,420
Task 6	<u>Expenses</u>					\$ 3,500
Task 7	<u>Other Potential Projects (optional)</u>					
Subtask 7.1	LIDAR	4	8		8	\$ 2,360
Subtask 7.2	Coordinated Study	48	16		60	\$ 15,040
	Task Subtotal Hours	52	24	0	68	\$ 17,400
	Total Costs: Consultation					\$ 298,520
	Total Hours: Consultation	946	412	16	988	2,362